



ENTERPRISE DATA ANALYST

Purpose:

To plan, organize, and perform advanced-level data analysis and quality control as it relates to the city's enterprise Geographic Information Systems (GIS) and policy informatics ; to perform a variety of administrative and technical work by coordinating the planning, design and implementation of automated solutions for city operations at all levels; and to coordinate, train and assist city staff in the development and maintenance of enterprise GIS and data analytic systems to support the city's strategic and long range planning objectives.

Supervision Received and Exercised:

Receives direction from the –IT Manager – Enterprise Data and Analytics.

Provides functional and technical direction to contractors and other technical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Develop short- and long-range goals and objectives; review and analyze programs and technologies; develop and implement strategies and solutions concerning information technology for city staff and customers.
- Initiate and participate in systems analysis studies by evaluating overall and individual work performance to determine effectiveness in providing quality products and services within time and cost restraints.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Meet with staff to define business issues and desired outcome for major projects.
- Advise, consult and provide information to the IT Manager regarding new approaches using geographical information systems to simplify, enhance and facilitate the delivery of city services; determine cost impact and long-term viability of solutions.

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Enterprise Data Analyst (continued)

- Manage the flow and dissemination of cartographic (map) output; provide technical guidance to GIS staff and users; and consult with management and other City staff providing input for programs involving enterprise GIS.
- Provide project management, spatial and attribute data accuracy specifications, application and data standards, technical direction, coordination, and quality control of GIS and geospatial data and applications to internal staff, and data and application vendors and consultants; evaluate data formats, quality, stability, longevity, compatibility, and interoperability to City GIS database and applications.
- Guide, train and review the work of city staff involved in the input and use of geospatial data and digital mapping activities; work with staff to correct deficiencies.
- Answer questions and provide information to the public, city departments and outside agencies regarding the City's open data and GIS programs, provide technical expertise, and advise and educate on ESRI product uses, limitations and advantages.
- Develop custom tools and reports which create efficient business workflows and identify data errors affecting data integrity within automated systems and GIS.
- Develop, document and implement GIS and data maintenance processes; and standard operating procedures.
- Assist in the management and coordination of ESRI software installations; coordinate with IT Support Services and Business Solutions work group.
- Assist departments in the implementation of various projects that collect and leverage demographic, geographic and statistical data for decision support and policy informatics; and review work in progress for compliance with city and state laws.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of professional experience in land use and GIS; including 1 year lead experience required.

Education:

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Enterprise Data Analyst (continued)

Equivalent to a Bachelor's degree from an accredited college or university in computer science, GIS, urban planning, geography, civil engineering or a degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

- Work in a stationary position for long periods of time
- Operate computers, calculators and other office machines
- Extensive reading and close vision work – office environment
- May require working extended hours
- May work alone for extended periods of time

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 470

Status: Exempt / Classified